

## PROPOSED CONTRACT FOR ADVISORY AND ASSISTANCE SERVICES

The following information is provided for a proposed contract estimated to be \$25,000 or less pursuant to Appendix D of the Under Secretary's memorandum regarding the approval process for Advisory and Assistance Service contracting.

1. Name, agency, office address, and telephone number of person to contact about the proposed procurement.
2. Description of services to be performed, including any deliverables to be provided. Attach a copy of the statement of work, if one has been prepared.
3. Total amount of time for completion of the project.
4. Total estimated cost of the project (including cost of options or out years).
5. Documentation showing that funds are available for the initial period of the requirement. If funds have not yet been made available for the requirement, explain how the proposed contract will be funded.

[Attach a copy of the approved AD-700.]

6. Explanation of why the required services cannot be performed by Government personnel.
7. List program objectives served by award of the proposed contract. What negative consequences are anticipated if the proposed contract is not awarded?
8. If similar or related work has been performed for the same project or program, describe the services performed and their relationship to the current request.
9. Is it intended that the contract is to be awarded on a sole-source basis? If so, please justify why the contract must be awarded sole source.
10. If not a sole source and you wish to identify companies or individuals whom you are recommending to provide the services,
  - a. Provide the name and business address of the individuals or companies
  - b. Describe any contacts which have occurred between the vendor and USDA employees concerning the proposed contract. Such contacts include correspondence received from the vendor as well as discussions or correspondence between the vendor and the agency or mission area.
  - c. Has the vendor already done any work on the project, such as drafting a description of the requirement? If so, please describe the vendor's current involvement with the project.

11. Is there any possibility of the appearance of a personal or organization conflict of interest if award is made to the recommended individual or company? If so, please explain. An organizational conflict of interest “means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.” (Federal Acquisition Regulation 9.501)